Department of Veterans Affairs
Veterans Health Information Systems and Technology Architecture

NATIONAL OFFICIALS DIRECTORY

USER MANUAL

for use with
Version 4.0 of the Volunteer Management
Package

May 2000

James E. Van Zandt VA Medical Center
Altoona, Pennsylvania

Preface

This manual is designed to provide users of the national Officials File with the information necessary to use their local Veterans Health Information Systems and Technology Architecture (VISTA) computer system to store all pertinent information about the VAVS National Officials and to also provide the user with the ability to print address labels as needed for any of these officials.

Functions of the Voluntary Service Directory include:

National Officials Labels Print Menu: This menu allows the user to print a variety of address labels for national officials.

> All National Representatives:
> > Affiliated Organizations Only
> > All National Representatives Certifying Officials (Individual)
>
> Individual National Representatives
>
> Persons to Receive Minutes
>
> Representatives by AJR Month (Affiliated)

Record Inquiry/Print Menu: This menu allows the user to inquire or print a variety of information about National Representatives and National Certifying Officials.

> Certifying Officials Listing
>
> National Representatives Listing Menu...
> > All Organizations
> > By AJR Month
> > List Affiliated Organizations
>
> View/Print Individual Record

If you are not familiar with using VISTA, please read the section titled Data Entry conventions on page 7 of the Volunteer Management User Manual. It will give you many helpful tips on how to make the best use of your computer.

TABLE OF CONTENTS

Package Introduction

How many times have you struggled at the last minute to make sure all of the national persons who should be receiving minutes have an address label? Have you ever had to stop and search through the file drawer to find out which organization's Annual Joint Review was due this month? You need to send a copy of a resignation to the National Representative and you can't find the Rep's address. The National Officials File contains all the information you want, and since it will be updated periodically you will know the information will be current. Not only will you have accurate data, you will also be able to access this data in a number of ways, as well as print address labels and data to paper as desired.

Related Documentation

Volunteer Management
User Manual

This manual provides the user with all the information on how to use the Volunteer Management program. Since the Voluntary Service Directory is considered a part of the Volunteer Management program, we recommend you familiarize yourself with this manual.

How To Use This Manual

Step 1 - Read all of the introductory section. It provides an overview of the major components of the system and what they can do for Voluntary Service.

Step 2 - If this is your first exposure to using the VA VISTA System, read the section titled Data Entry Conventions and On-line Documentation, found in the Volunteer Management package User Manual.

Before You Start

You must be sure you have entered the organizations that are affiliated with your medical center in your site parameter file before you use the National Officials File. If you have not done so, please go the User Utility Maintenance Menu, to Add/edit Site Parameters and enter all of your organizations on the line "Select AFFILATED ORGANIZATIONS."

Since the labels you will be printing all have five lines, it is important to have the printer set properly to print the labels. For your convenience, we have listed below the settings for different types of printers. If your printer is not lined up properly, please take this information to your Information Resource Management Support (IRM) person and ask them to set your printer as listed below. If your exact printer is not listed, we suggest you try the set-up for the HP5N. If this doesn't solve your problem, please ask your IRM person to enter a NOIS message and someone will assist them in correcting the problem.

Setup for HP LaserJet 5N

NAME: P-HP5N-12-VOL1   SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 96   FORM FEED: #
  PAGE LENGTH: 66   BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"(s12H",*27,"&a96M",*27,"&l6D",*27,"&l2E"
                              | | |
                           Number   Lower   Lower
                                              Case L   Case L

The following is a breakdown of the Open Execute code:
*27 Escape Character
"(s12H" Pitch (the 1 is the number one)
"&a96M" Right Margin
"&l6D" Lines Per Inch (the l is an alpha lowercase L)
"&l2E" Lines From Top (the l is an alpha lowercase L)

<u>Set up for Device File</u>

NAME: VOL1L $I: |LAT|EQN9:PORT_09:
  ASK DEVICE: YES   ASK PARAMETERS: YES
  LOCATION OF TERMINAL: VOL   EQN PORT: EQN9@PORT 9
  SUBTYPE: P-HP5N-12-VOL1   TYPE: TERMINAL

Setup for Lexmark Optra S 1650

NAME: P-LEXMARK   SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 96   FORM FEED: #
  PAGE LENGTH: 66   BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"(s12H",*27,"&a96M",*27,"&l6D",*27,"&l2E"
                       | | |
                    Number   Lower   Lower
                                             Case L   Case L

The following is a breakdown of the Open Execute code:
*27 Escape Character
"(s12H" Pitch (the 1 is the number one)
"&a96M" Right Margin
"&l6D" Lines Per Inch (the l is an alpha lowercase L)
"&l2E" Lines From Top (the l is an alpha lowercase L)

Set up for Device File

NAME: CFO12 $I: |PRN|\\VHAALTFPC5\Resources_116/7
  ASK DEVICE: YES   VOLUME SET(CPU): ROU
  LOCATION OF TERMINAL: CFO'S   SUBTYPE: P-HPLASER-P12
  TYPE: TERMINAL

National Officials Labels Print Menu

This menu allows the user to print a variety of address labels for National Representatives, National Certifying Officials, and persons to receive minutes. The options included in this menu are listed below. One option contains submenus. To the left is the shortcut synonym you can enter to select the option. This menu is designed to allow you to print address labels in a variety of ways

A   All National Representatives
    AF   Affiliated Organizations Only
    AL   All National Representatives

C   Certifying Officials (Individual)

I   Individual National Representatives

P   Persons to Receive Minutes

R   Representatives by AJR Month (Affiliated)

All National Representatives

Affiliated Organizations Only

This option allows you to print address labels to send to all national representatives. NOTE: This is not the option you use to print address labels for minutes. However, you must identify these organizations in your site parameters first. To do this, go to your User Utility Maintenance Menu, Add/edit Site Parameters and go to the line that says " Select AFFILIATED ORGANIZATIONS." Enter the code or name for each of the organizations that are represented on your VAVS Committee. Once you have entered the organizations, this option will do the rest of the work for you. Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: National Officials Labels Print Menu

Select National Officials Labels Print Menu Option: All National Representatives

Select All National Representatives Option:  Affiliated Organizations Only

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//      PA          503          50
3
Select Label Type: 5260

Select Label Type: 5260      AVERY 5260
Please Select Label Device: HOME//    VOL1B

Do you want your output QUEUED? NO//    (NO)
```

Skip used labels of first page: 0// This allows you to start on any label on the page thus eliminating wasting a partial page of labels. If you have used 2 labels on a page, you would enter the number 2 at this prompt. Please note: the labels are counted across the page rather than down. Therefore if you have used the first line of labels on the page, you have used 3 labels. This question will not show if you are using a single column dot matrix label.

```
* Previous selection: NATIONAL REPRESENTATIVE? equals 1 (YES)  <ret>

START WITH NATIONAL REPRESENTATIVE?: FIRST//  <ret>

Now your labels will print.
```

As long as you have entered all of the organizations into your site parameters, you will get a set of labels for all National Representatives affiliated with your facility.

All National Representatives

This option allows you to print address labels for all National Representatives even if they are not affiliated with your medical center. This option will probably not be used very often.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: National Officials Labels Print Menu

Select National Officials Labels Print Menu Option: All National Representatives

Select All National Representatives Option:  All National Representatives

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     PA          503        503

Select Label Type: 5260        AVERY 5260
Please Select Label Device: HOME//    VOL1B

Do you want your output QUEUED? NO//    (NO) <ret>
```

Skip used labels of first page: 0// **<ret>**   This allows you to start on any label on the page thus eliminating wasting a partial page of labels. If you have used 2 labels on a page, you would enter the number 2 at this prompt. Please note: the labels are counted across the page rather than down. Therefore if you have used the first line of labels on the page, you have used 3 labels. This question will not show if you are using a single column dot matrix label.

You have now printed address labels for all current National Representatives.

Certifying Officials (Individual)

This option allows you to print address labels to send to a National Certifying Official. You have received a certification letter from the DAV and you now need to send a copy of your letter for the new Representative back to the Certifying Official for the DAV. NOTE: This is not the option you use to print address labels for minutes.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: National Officials Labels Print Menu

Select National Officials Labels Print Menu Option: Certifying Officials
(Individual)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <ret> PA      503      503
Select Label Type:  5260       AVERY 5260
Select Certifying Official for Organization: DAV
```
You may enter the Organization Code, Number, or Abbreviation here.

```
Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//      <ret> PA       503      503

Select Label Type: 5260        AVERY 5260
Select Certifying Official for Organization: DAV
Please Select Label Device: VOL1B//   <ret>
Do you want your output QUEUED? NO//    <ret>   (NO)


Skip used labels of first page: 0// <ret>
```
Remember even when printing only one label, this will allow you to start on any label on the page thus eliminating wasting a partial page of labels. If you have used 2 labels on a page, you would enter the number 2 at this prompt. Please note: the labels are counted across the page rather than down. Therefore if you have used the first line of labels on the page, you have used 3 labels. This question will not show if you are using a single column dot matrix label.

Here is how your label should look:

```
 MR JERRY STEELMAN
 NATIONAL REPRESENTATIVE
 DISABLED AMER VETERANS
 807 MAINE AVENUE  SW
 WASHINGTON  DC  20024
```

Individual National Representatives

This option allows you to print address labels to send to a National Representative. You have just been informed that the Representative for the American Legion has passed away and as a courtesy to the organization, you want to notify the National Representative.   NOTE: This is not the option you use to print address labels for minutes.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: National Officials Labels Print Menu

Select National Officials Labels Print Menu Option: Individual National
Representative

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <ret> PA       503     503
Select Label Type:  5260       AVERY 5260
Select Certifying Official for Organization: DAV
```
You may enter the Organization Code, Number, or Abbreviation here.

```
Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <ret>  PA       503     503

Select Label Type: 5260       AVERY 5260
Please Select Label Device: HOME//   VOL1B
Do you want your output QUEUED? NO//    <ret>   (NO)

Skip used labels of first page: 0// <ret>
```
Remember even when printing only one label, this will allow you to start on any label on the page thus eliminating wasting a partial page of labels. If you have used 2 labels on a page, you would enter the number 2 at this prompt. Please note: the labels are counted across the page rather than down. Therefore if you have used the first line of labels on the page, you have used 3 labels. This question will not show if you are using a single column dot matrix label.

Here is how your label should look:

```
MR JERRY STEELMAN
NATIONAL REPRESENTATIVE
DISABLED AMER VETERANS
807 MAINE AVENUE SW
WASHINGTON  DC  20024
```

Persons to Receive Minutes

This option will print a set of labels for all of those national officials who should be receiving VAVS minutes from your station, including the Voluntary Service Office (10C2) in Washington, DC. Even those persons who receive minutes from just a portion of the country will print automatically for you. This program **will not provide** labels for any state officials. Your representative of the organization will need to forward a copy of the minutes to any state officials desiring copies of your facility's minutes. **PLEASE NOTE**: It is important that you have entered all of the affiliated organizations into your site parameter file before you run this option. The program knows which entries to print based on what you have entered into the site parameters, if you miss an organization, you will not get an address label.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: National Officials Labels Print Menu

Select National Officials Labels Print Menu Option: Persons to Receive Minutes


Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <ret> PA       503       503
Select Label Type: 5260        AVERY 5260
Please Select Label Device: HOME// VOL1B

Do you want your output QUEUED? NO//   (NO)   <ret>
```

`Skip used labels of first page: 0// <ret>` Remember even when printing only one label, this will allow you to start on any label on the page thus eliminating wasting a partial page of labels. If you have used 2 labels on a page, you would enter the number 2 at this prompt. Please note: the labels are counted across the page rather than down. Therefore if you have used the first line of labels on the page, you have used 3 labels. This question will not show if you are using a single column dot matrix label.

That's all it takes to print a set of labels for minutes.

Representatives by AJR Month (Affiliated)

You are starting to do the Annual Joint Reviews for the month of January and you will need address labels to send a copy of the review to the National Representative. This option will make the job much easier for you. **PLEASE NOTE**: It is important that you have entered all of the affiliated organizations into your site parameter file before you run this option. The program knows which entries to print based on what you have entered into the site parameters, if you miss an organization, you will not get an address label.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: National Officials Labels Print Menu

Select National Officials Labels Print Menu Option: Representatives by AJR Month
(Affiliated)


Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <ret> PA      503      503
Select Label Type: 5260        AVERY 5260
Please Select Label Device: HOME// VOL1B

Do you want your output QUEUED? NO//   (NO)  <ret>
```

Skip used labels of first page: 0// **<ret>**   Remember even when printing only one label, this will allow you to start on any label on the page thus eliminating wasting a partial page of labels. If you have used 2 labels on a page, you would enter the number 2 at this prompt. Please note: the labels are counted across the page rather than down. Therefore if you have used the first line of labels on the page, you have used 3 labels. This question will not show if you are using a single column dot matrix label.

Your labels are now ready for all of your reviews done during the month you chose.

Record Inquiry/Print Menu

This menu allows the user to inquire or print a variety of information about National Representatives and National Certifying Officials. The options included in this menu are listed below. One option contains submenus. To the left is the shortcut synonym you can enter to select the option. This menu is designed to allow you to print address labels in a variety of ways

        C   Certifying Officials Listing

        N   National Representatives Listing Menu
                A   All Organizations
                B   By AJR Month

        L   List Affiliated Organizations

        V   View/Print Individual Record

Certifying Officials Listing

You want to know who the National Certifying Official is for a certain organization. This option will allow the user to print or display on the screen a list of all Certifying Officials. It will identify the name and organization of each official.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: Record Inquiry/Print Menu

Select Record Inquiry/Print Menu Option: Certifying Officials Listing
DEVICE:   TCP/IP
VOLUNTARY ORGANIZATION NATIONAL OFFICIAL LIST
                                        MAY 11,2000  16:08    PAGE 1
NAME                           ORGANIZATION NAME
----------------------------------------------------------------------------

STATON,JAMES D                 AIR FORCE SERG. ASSOC.
TSCHAN,IRENE                   AMER GOLD STAR MOTHERS
PRAEG,HAROLD E                 AMER NAT RED CROSS
TERRANGO,LOUIS                 AMER. ASSOC. RETIRED PERSONS
THIEDE,JEAN                    AMER. EX-PRISONERS OF WAR
WILLIAMS,CARROLL               AMERICAN LEGION
STEWART,ELIZABETH              AMERICAN LEGION AUX.
BURR,EDNA                      AMERICAN WAR MOTHERS
CLARK,PAUL                     AMVETS
MURPHY,MARILYN                 AMVETS AUXILIARY
MANNING,MICHAEL                BEN & PROT ORDER OF ELKS
BRUMMEL,GEORGE                 BLINDED VETS. ASSOC.
PHILLIPS,HELENE                BVL FUND
SCHIRALLI,MARY                 CAT. WAR VET LADIES AUX
CHUNINKA,MICHAEL R             CATHOLIC WAR VETERANS
JOHNSON,MARJORIE               COLONIAL DAMES XVII
KARSHNER,NORMA                 DAUGH. UNION VET CIVIL WAR
STEELMAN,JERRY                 DISABLED AMER VETERANS
GRIER,VICKY L                  DISABLED AMER VETS. AUX
WADE,JODI L                    ELKS, WORLD
BUTLER,W G JERRY               FLEET RESERVE ASSOCIATION
BAUMAN,SUE                     FLEET RESERVE AUX.
RABIUS,DAVID R                 FORTY & EIGHT
BAILEY,YVONNE E                GOLD STAR WIVES. AMER.
LYNCH,MIKE                     HELP HOSPITALIZED VETS
ROBINSON,KATHRYN L             HON. SOC. WOMEN LEGION
VANHOY,DOROTHY                 HVWP-VETERAN'S VOICES
KANTOR,NORMAN S                KOREAN WAR VETERANS ASSOC.
```

National Representatives Listing Menu

All Organizations

This option allows the user to print a list of all national Representatives, their organization, and their telephone number. You occasionally find it necessary to look up the telephone number of the representative of an organization that may or may not be on your VAVS Committee. Here is a listing that will provide you with that information in an instant.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: Record Inquiry/Print Menu

Select Record Inquiry/Print Menu Option: National Representatives Listing Menu

Select National Representatives Listing Menu Option: All Organizations
DEVICE:   VOL1B


VOLUNTARY NATIONAL OFFICIAL LIST BY ORGANIZATION
                                    MAY 12,2000  13:56    PAGE 1
NAME                        ORGANIZATION NAME           TELEPHONE NUMBER
----------------------------------------------------------------------------


LOKOVIC,HARRY               AIR FORCE SERG. ASSOC.        800-555-0594

SMITH,IRENE                 AMER GOLD STAR MOTHERS        562-555-8698

MARKS,HAROLD E              AMER NAT RED CROSS            561-555-8242

BECKER,LOUIS                AMER. ASSOC. RETIRED PERSONS

DONOVAN,MARY                AMER. EX-PRISONERS OF WAR     313-555-0675

WILLIAMS,WALTER             AMERICAN LEGION               202-555-2700

BARNES,HELEN                AMERICAN LEGION AUX.          518-555-1859

BURT,ALMA                   AMERICAN WAR MOTHERS          904-555-4619
.
.
.
BURRELL,CINDY               WOMEN MARINES ASSOCIATION     858-555-1815
```

By AJR Month

This option will allow the user to print a listing of all National Representatives by the month that their Annual Joint Review is due.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: Record Inquiry/Print Menu

Select Record Inquiry/Print Menu Option: National Representatives Listing Menu

Select National Representatives Listing Menu Option: By AJR Month
* Previous selection: AJR REVIEW MONTH not null
START WITH AJR REVIEW MONTH: FIRST// MAR    USES INTERNAL CODE: 3
GO TO AJR REVIEW MONTH: LAST// 3  MAR
```
In this case, we only want to print one month, or you can choose any range of months. If you can just <ret> at the "START WITH AJR REVIEW MONTH" and it will print all months.

```
DEVICE:    VOL1C
```
NOTE: we recommend that you print this at 132 columns to prevent the report from wrapping around and making it hard to read.

```
VOLUNTARY ORGANIZATION NATIONAL OFFICIAL LIST BY AJR MONTH
                                      MAY 12,2000  14:16    PAGE 1
NAME
                                                            AJR
                                                            REVIEW
                    ORGANIZATION NAME           TELEPHONE NUMBER  MONTH
-----------------------------------------------------------------------------


BROWN,PAUL          AMVETS                      781-555-3655    JANUARY
PHILLIPS,JANE       BVL FUND                    301-555-8333    JANUARY
KARSHNER,SALLY      DAUGH. UNION VET CIVIL WAR  216-555-6566    JANUARY
BIRCH,MIKE          HELP HOSPITALIZED VETS      909-555-4500    JANUARY
ROBINSON,MIRANDA    HON. SOC. WOMEN LEGION      727-555-4184    JANUARY
SMYTHE,DOROTHY      HVWP-VETERAN'S VOICES       816-555-0699    JANUARY
ROSE,EDWARD F       MASONIC SVC ASSOC. USA      301-555-4010    JANUARY
SZENECK,RALPH       POLISH LEGION, AMER. VET    813-555-7048    JANUARY
GROUNDER,RAYMOND P  SONS OF THE AMERICAN LEGION 317-555-1746    JANUARY
```

List Affiliated Organizations

This option provides the user with a list of national representatives for all organizations affiliated with your own medical center. It provides you with their name, organization, and their telephone number. **PLEASE NOTE**: It is important that you have entered all of the affiliated organizations into your site parameter file before you run this option. The program knows which entries to print based on what you have entered into the site parameters,

Here's how it works:

```
Select Volunteer Timekeeping Activity Option:  National Officials File Menu

Select National Officials File Menu Option:  Record Inquiry/Print Menu

Select Record Inquiry/Print Menu Option:  National Representatives Listing Menu

Select National Representatives Listing Menu Option: List Affiliated Organizations
```

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// **<ret>**   PA   503   503
DEVICE: **VOL1C**   NOTE: we recommend that you print this at 132 columns to prevent the report from wrapping around and making it hard to read.

```
VOLUNTARY NATIONAL OFFICIAL LIST BY ORGANIZATION
                                     MAY 12,2000  14:41    PAGE 1
NAME                          ORGANIZATION NAME       TELEPHONE NUMBER
-----------------------------------------------------------------------

STAGG,HAROLD E                AMER NAT RED CROSS        561-555-8242

GREEN,JEAN                    AMER. EX-PRISONERS OF WAR 313-555-0675

WALTERS,CARMINE               AMERICAN LEGION           202-555-2700

GEIGER,HELEN                  AMERICAN LEGION AUX.      518-555-1859
.
.
.
JOHNSON,FRED                  VETS. OF FOREIGN WARS     202-555-2239

BRICKER,JUDITH                VIETNAM VETS OF AMERICA   718-555-8786
```

View/Print Individual Record

This option enables the user to look at a single record for any National Official, whether they are a Representative, a Certifying Official, or someone who receives minutes. You can find the person you wish to see by entering their name, their organization, or their title. You will see all of the data on one person.

It works like this:

```
Select Volunteer Timekeeping Activity Option: National Officials File Menu

Select National Officials File Menu Option: Record Inquiry/Print Menu

Select Record Inquiry/Print Menu Option: View/Print Individual Record
Select VOLUNTARY ORGANIZATION NATIONAL OFFICIAL NAME: BONDS,DALE A        017
 NATIONAL DEPUTY REP
```

DEVICE: **<ret>** TCP/IP   You can just look at it on the screen or you can enter a printer name or number and print it to paper.
The printout looks like this

```
VOLUNTARY ORGANIZATION NATIONAL OFFICIAL LIST
                                         MAY 12,2000  15:45    PAGE 1
------------------------------------------------------------------------

        NUMBER: 121

NAME: BONDS,DALE A                        TITLE: NATIONAL DEPUTY REP
  ADDRESS LINE 1: 1234 MAIN STREET        CITY: DISNEYLAND
  STATE: FLORIDA                          ZIP CODE: 12345
  REVIEW MINUTES?: Y                      ORGANIZATION: 017
  NAME PREFIX: MR
AREA OF JURISDICTION: 637
AREA OF JURISDICTION: 517
AREA OF JURISDICTION: 558
AREA OF JURISDICTION: 565
AREA OF JURISDICTION: 590
AREA OF JURISDICTION: 652
AREA OF JURISDICTION: 658
AREA OF JURISDICTION: 659
```

This National Deputy Representative does not receive minutes from the entire nation (if he did, it would show only USA). He is supposed to receive minutes from just the stations listed above. That is how the program knows what labels to print for your station and show how important that you complete the required list in the site parameters before you use this menu.

```
  NAME LINE 1: MR DALE A BONDS           NAME LINE 2: NATIONAL DEPUTY REP
  ADDRESS CITY/ZIP: DISNEYLAND, FL  12345
```